

STEP-BY-STEP CLEARING FLOWCHART

	<i>PCS</i>	<i>MED SEP/ETS/CHAPTER</i>	<i>RETIREMENT/MED RET</i>
1	Attend Finance Briefing Mon or Thur @ 1330, Bldg 18010 Rm B114	Attend Finance Briefing Mon or Thur @ 0930 hrs Bldg 18010, Rm B114 Attend Transition Orientation Briefing 1 st or 3 rd Tuesday of Every Month 180 Days Out Attend ACAP Briefing 180 Days Out (Bldg 18010 Rm B309 ACAP Main Office)	See Finance on Walk-In Basis, Bldg 18010 Rm A209 (After Receipt of Clearing Papers) Attend ACAP Briefing 180 Days Out (Bldg 18010 Rm B309 ACAP Main Office)
2	Two Working Days After The Central Clearance Briefing All Soldiers Must Have DA Form 137-1 Dated June 2003 In Order To Pick Up Your Installation Clearance Papers (DA Form 137-2)		
In No Particular Order, Clear the Following Agencies, Plus any other agencies on your Clearing Papers			
3	CIF, Medical, Dental, Tricare, Provost Marshal, Transportation, PDHRA, Personnel Information (S-6/Commo), Finance, Unit/Battalion Personnel Strength Management (All Officers/CSM/SGM) Note: If Going Overseas also Clear Thomas Moore (HIV), Port Call, Anti-Terrorism Briefing (S-2)	CIF, Medical, Dental, Tricare, Provost Marshal, Transportation, PDHRA, Personnel Information (S-6/Commo), ACAP, Reserve Component, Finance, Unit/Battalion Personnel Strength Management (All Officers/CSM/SGM) PCS Confinement – for Finance go to Bldg 18010 Rm A209 DFR- for Finance go to Unit Finance	CIF, Medical, Dental, Tricare, Provost Marshal, Transportation, PDHRA, Personnel Information (S-6/Commo), ACAP, Finance, Unit/Battalion Personnel Strength Management (All Officers/CSM/SGM)
Once All Above is Complete, Do the Following Steps in Order			
4	1. Clear Unit/Battalion S1,S2,S3 and S4 2. Commander or 1SG Signature 3. Finance Stamp 4. Processing Control Station (Rm A309) for Green Stamp 5. Return to Unit to Sign out on Leave	1. Clear Unit/Battalion S1,S2, S3 and S4 2. Commander or 1SG Signature 3. Finance Stamp 4. Processing Control Station (Rm A309) for Green Stamp 5. Transition for DD Form 214 Briefing (SFC and above See Your Retirement Technician) 6. Return to Finance and Turn In Finance Check List and a Copy of Your DD Form 214. If Soldier Completed Part 2 VA Physical (Turn in One Copy to VA Rm A308) 7. Return to Unit to Sign out on Leave	